

NOTICE TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.
EXEMPT: A/C-HEAT REPLACEMENT WITH CONTRACT UNDER \$5,000.

INSTRUCTIONS

Please complete all information in the space provided. All information must be printed (use black or blue ink only) or typed. This permit application is to be used only for those activities that are not otherwise included under a primary building permit. This application may not be used for any activity that includes structural alteration. The information to be provided with this application includes:

- 1. Location/Site Address** Indicate the street address or general location of the property where the building activity is taking place.
- 2. Parcel ID Number** Indicate the tax identification number of the property where the building activity is taking place.
- 3. Description of Project or Work Activity** **Fully** describe the activity to take place.
- 4. Owner Information** Indicate the name and address of the owner of the property on which activity is taking place.
- 5. Contractor Information** Indicate the State of Florida registration number (if applicable), St. Lucie County contractor license number and the name of the business doing the work.
- 6. Value of Construction** Indicate the total value of the work to take place. Total cost of construction includes all current retail material and labor costs associated with the building/construction activity. Construction value is used to determine the permit fee. St. Lucie County reserves the right to question and/or modify the indicated value of construction if it is demonstrated that the submitted figures are not consistent with similar types of construction.

PERMIT SUBMITTAL

- ☐ **Location** Attach 2 plot plans, 2 anchor specifications (Minimum 4" slab)
Show proper distance of exhaust to any air intake and windows
- ☐ **Gas** Attach 2 piping schematics with tank size, and location
- ☐ **Electric** Attach 2 sets of electrical schematic diagram showing existing and proposed (show conduit, wire, panels, transfer switch, etc.)
Attach 2 sets of calculations for the electrical load to serve

INSPECTION REQUIREMENTS

- ☐ **Manufacture installation instruction for the generator and transfer switch.**
- ☐ **All gas piping must be exposed at time of inspection.**
- ☐ **The electrician must be present at time of inspection to show the Inspector that the generator and transfer switch operate properly and to code.**

This application can be submitted to St. Lucie County Building and Zoning, 2300 Virginia Avenue, Fort Pierce, FL 34982. All permit applications must be filled out completely before submission. **No applications will be accepted for processing after 4:30 P.M.** For assistance in completing this application, please call (772) 462-1553, during regular office hours (8:00 AM - 5:00 PM), Monday through Friday.

Upon issuance of this permit, required inspections can be scheduled by calling (772) 462-1261.